



**2012 INSTRUCTIONS FOR USING THE CORE 40 WITH TECHNICAL HONORS AND  
HONORS INTERNET UPDATE SYSTEM (CHIPS)**

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**2012 INSTRUCTIONS FOR USING THE CORE 40 WITH TECHNICAL HONORS AND HONORS  
INTERNET UPDATE SYSTEM (CHIPS)**

The Frank O'Bannon Grant program is a need-based college financial aid program administered by the State Student Assistance Commission of Indiana (SSACI). The SSACI awards may provide *increased* funds to Indiana high school graduates earning an Academic Honors Diploma (AH) or a Core 40 with Technical Honors Diploma (TH).

**CHIPS** (**C**ore 40 with Technical Honors And **H**onors **I**nternet **U**pdate **S**ystem) was developed as a Web-based Internet application to facilitate the reporting of eligible Academic Honors (AH) and Core 40 with Technical Honors (TH) graduates to SSACI. The reporting done by the high school counselors is crucial to the success of the Frank O'Bannon Grant program. Otherwise, students might not receive the Academic Honors and Core 40 with Technical Honors monetary enhancements to the Frank O'Bannon Grant program.

**CHIPS** allows the user to:

- Add seventh semester data for students (by the initial data entry deadline date of February 28, 2012) who are on target to meet SSACI's requirements for a Core 40 with Technical Honors Diploma or Academic Honors Diploma at the end of eight semesters.
- Enter data on-line, one student at a time or upload an appropriately formatted text file containing all student records.
- Update (correct) student records on-line to make necessary corrections to name, date of birth Social Security Number, or diploma type.
- Update (correct) student records on-line to change program status before or after graduation, until June 15, 2012. Thereafter you will need to approach a more manual process by directly contacting SSACI (317-232-2355).
- Print or View all records entered.

**CHIPS** stores all data on a secure server requiring a user name and password for access. All data is encrypted when transmitted over the Internet for maximum privacy, confidentiality, and security. Stored data is held in the highest confidence and regularly backed-up. The CHIPS application is available whenever the user has access to the Internet. The user also has on-line access to the Verification Form. (see page 3)

The CHIPS system operates in real-time. This means that after the student's data is entered and saved a status code will appear under the "Result" column. If the code is "OK", no further action is needed. For all other codes that appear, please refer to the list of codes that are located under the "Diploma Type and Result Codes" link on the List of Students page. (see page 19)

Data maybe uploaded only once. You will not be able to upload any changes or additions to the system after the initial upload. This means any changes or additions to the student's record in the CHIPS data system must be made one by one.

**Terms and Conditions (User Agreement) General Security Agreement** SSACI trusts that only authorized high school staff will have access to CHIPS data entry and review. The Terms and Conditions User Agreement must be reviewed by high school personnel and remains in effect until SSACI revises or revokes it. All high school staff working with CHIPS must abide by the principals set forth in the User Agreement. Before logging into the CHIPS system, you must read and agree to the terms of the agreement before you can proceed to the next section.



**Verification Form (Found on-line at <http://www.in.gov/ssaci/2366.htm>)** The Verification Form has been updated for the 2012 CHIPS reporting cycle. It can be copied and used to obtain the needed data for CHIPS entry and permission from parents to make the data available to SSACI. Do not send the Verification Form to SSACI. Keep it in accordance with your high school's record keeping requirements.

SSACI understands that some parents and students might be reluctant to disclose Social Security Numbers. Parents and students need to understand that in order to be considered for Federal, State, and many college financial aid programs, the Federal Processor must receive the *Free Application for Federal Student Aid* (FAFSA) on or before March 10<sup>th</sup> of every year and the FAFSA requires student and parent Social Security Numbers. SSACI receives a copy the FAFSA (for dependent students) who have indicates on the FAFSA that Indiana is the legal state of residence for both the parent and student.

### **CHIPS DATA ENTRY OVERVIEW**

**Prior to starting CHIPS data entry, please review the information on data accuracy, eligible students, required data fields, data entry, and data upload procedures.**

**The student information submitted via CHIPS is compared to the Free Application for Federal Student Aid (FAFSA) data downloaded from the federal government. SSACI stores the FAFSA data in a system named GRADS. When SSACI compares CHIPS data to GRADS data, its purpose is to update the student's record in GRADS so he or she is recognized for earning the Academic Honors Diploma (AH) or the Core 40 with Technical Honors (TH). This action allows SSACI to consider the student for increased Frank O'Bannon Grant funds.**

#### **Data Accuracy**

Data accuracy is integral to this process working correctly for the student. Entering the correct social security number, first name, last name, and date of birth for each student is extremely important. *These data elements are matched against what the student reports on the Free Application for Federal Student Aid (FAFSA), which in turn is matched against Social Security Administration records. If there is no match, the student cannot be awarded a Frank O'Bannon Grant with the Core 40 with Technical Honors or Academic Honors enhancement.* Translated in dollars, a student can lose a maximum of 20% in Frank O'Bannon Grant funds over four years if the CHIPS information is not correct.

#### **Eligible Students**

The students for whom you report information must be U.S. citizens or eligible non-citizens (eligible non-citizen students have an Alien Registration Number, i.e. a green card) with a social security number. See the Free Application for Federal Student Aid (FAFSA) for definitions of eligible non-citizens. If a student is here as an exchange student, with an F1 or F2 student visa or J1 or J2 exchange visitor, or a G series visa, he should not be reported to SSACI. But, for Indiana Department of Education (IDOE) purposes, the student may be eligible for the Core 40 with Technical Honors or Academic Honors Diploma. Please check with the IDOE for details.

### **REQUIRED DATA FIELDS**

#### **Social Security Number**

The student's social security number (SSN) must be entered as 9 digits, without dashes (123456789). Any other data entry will result in an error, which will be displayed on the screen.



You cannot proceed with data entry or updates until the SSN is properly entered. The SSN entered must be the same as on the student's Social Security card.

### **Last Name**

Enter the student's last name as it is listed on her or his Social Security (SS) card. If the SS card is not available, enter the last name as it will appear on the student's diploma. Do not use suffixes such as "Jr" or "II" unless you are sure that the suffix is listed on the FAFSA. Also avoid using apostrophes in names such as "O'Brien" unless you are sure that the student's name is listed with an apostrophe on the FAFSA.

### **First Name**

Enter the student's first name as it is listed on her or his Social Security (SS) card. If the SS card is not available, enter the first name as it will appear on the student's diploma. Avoid abbreviations and nicknames such as "Chris" for "Christopher" or "Missy" for "Melissa".

### **Date of Birth**

The student's date of birth (DOB) must be entered as 8 or 10 characters: If a student's DOB is January 7, 1992, it must be entered as 01/07/1992. The format must be mm/dd/ccyy where "mm" must be a valid month, 01 to 12; "dd" a valid day of the month, 01 to 31; and "ccyy" a valid year, for example, "1992", where the "19" or century part is required. Editing is done on the DOB to make sure it is valid and reasonable. For example, "1996" is not a reasonable birth year for a high school senior<sup>1</sup>. Errors are reported in "red letters" and must be fixed before the data is accepted.

### **Diploma Type Criteria (Academic Honors or Core 40 with Technical Honors)**

**Initially Adding Records:** The first time a student's data is entered, the only valid programs you can choose are: "AH" or "TH." Beginning with the 2011 graduating class, only report those seniors who are in a position to complete Core 40 with Technical Honors or Academic Honors Diploma. The Core 40 ONLY diploma is not to be reported into CHIPS.

**Updating Records:** When *UPDATING AN EXISTING RECORD* there is a third program possibility: "Neither." *The code "Neither" should be used to tell SSACI that the student, whose information was previously entered, did not earn either the Core 40 with Technical Honors or the Academic Honors Diploma at the end of eight semesters, and therefore must be changed to designated "Neither". In this way the student's record is never deleted from the data collection system, only updated to reflect the student's **final program status**.*

**You will not be able to upload any changes or additions to the system after the initial upload. This means any changes or additions to the student's record in the CHIPS data system must be made one by one.**

**Text File:** If data is added by uploading a text file, the program code "TH" or "AH" (without the quotation marks) should be used when the file is created by the user. See the discussion section of Uploading Data on page 16 for details.

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<sup>1</sup> On the other hand, if you have a 13 – 15 year old for example graduating with an Academic Honors (AH) or a Core 40 with Technical Honors (TH) Diploma, we will be glad to update our system manually. Just call us.



## ACCESSING CHIPS FUNCTIONS

### Accessing CHIPS

**CHIPS** requires the user's Internet Browser to be Microsoft's *Internet Explorer*. At minimum, users will need to use Internet Explorer Version 6.0 or later. If you have an older version of your Browser and are having problems you may contact SSACI at 317-232-2355. You can go to the **Help>About Internet Explorer** window of your Browser to check its version. If the user has a properly configured personal computer, the latest versions of the browsers can be downloaded free from [www.microsoft.com](http://www.microsoft.com). It is best to check with your IT staff to make sure your computer can benefit from the newest versions of the software prior to downloading a new version of the application.

CHIPS may be accessed by a direct link: <http://www.in.gov/ssaci/2332.htm> or through SSACI's homepage: [www.ssaci.IN.gov/](http://www.ssaci.IN.gov/). If you choose to access CHIPS through SSACI's homepage, select **Professional Partners** then click on **High Schools-CHIPS** on the left-hand side of the page OR on the right-hand side under **Online Services** click on **Guidance Counselors**, then select the **High School-CHIPS** link.

### SSACI Homepage

The screenshot shows the SSACI homepage with the following elements:

- Header:** IN.gov logo, search bar, and navigation tabs (About Indiana, Agriculture & Environment, Business & Employment, Education & Training, Family & Health, Law & Justice, Public Safety, Taxes & Finance, Tourism & Transportation).
- Left Sidebar:** Links to SSACI Home, About Us, Calendar, Contact Us, All Indiana Grants & Scholarships, Grants/Scholarships - Complete List, Grants/Scholarships - by Program, Information About, Sources & Searches for Aid, Eligible Indiana Colleges, Professional Partners, SEAS, College Partners, High Schools - CHIPS (highlighted with an arrow), High Schools - Counselor Information, High Schools - Hoosier Scholar, Indiana National Guard Support Sites - INIGUS, and a sign-up for e-mail and wireless updates.
- Main Content Area:** A large banner for "File a FAFSA by March 10th" with a "get started" button. Below it is the "SSACI Mission" statement.
- Right Sidebar:** "Online Services" menu (highlighted with an arrow) listing: Students/Parents - eStudent, Colleges Financial Office, Guidance Counselors, High Schools - CHIPS, High Schools - SEAS, High Schools - Hoosier Scholars, Middle Schools - SEAS, Elementary Schools - SEAS, Twenty-first Support Sites, Forms IN.gov, and More Online Services. Below this is the "eStudent" section with "Top FAQs" and "I Want To..." links.
- Bottom Section:** "Twenty-First Century Scholars Program" with an "APPLY ONLINE" button, "GI BILL EDUCATION BENEFITS", and "Agency Annual Report" link.



When the High School-Chips link is accessed Core 40 with Technical Honors (TH) and the Academic Honors (AH) diploma area of SSACI's Web page, a window that looks like below will pop-up:

The following information available on SSACI's High School webpage:

- Electronic Verification Forms –This form gives the high school permission by the parent to use personal information needed for CHIPS data entry.
- CHIPS Instructions
- CHIPS Online Tutorial
- Frequently Asked Questions
- CHIPS Data Input
- Terms and Conditions (User Agreement) - This form is on the second page after you have accessed the CHIPS system.



### **Electronic Verification Form**

If you go to this area on the webpage above, you may view and print the Academic Honors and Core 40 Verification Form for State Grant Consideration. This document is used by the high school counselor to get permission from parents to use personal information that is needed to enter into the CHIPS database. The form explains to the parent why the requested information is needed and why. Counselor should keep a copy of this sign form on file.

### **CHIPS Instructions**

If you go to this area on the webpage above, you can view, save, or print the instructions. Clicking on the Back button of your Browser will take you back to the previous screen.

### **CHIPS Tutorial**

If you go to the area on the webpage above, you may view the online CHIPS tutorial on how to navigate through the CHIPS reporting system. Written instructions are also provided starting on page 8.

### **Frequently Asked Questions**

If you go to this area on the webpage above, you can view a series of questions and answers about the CHIPS reporting program. Clicking on the Back button of your Browser will take you back to the previous screen.

### **CHIPS Data Input**

If you go to this area on the webpage above, you will access the main data collection area. It is discussed in detail starting on page 10 in these instructions. A User Name and Password, provided in two separate emails, are required to log onto the data input system.

### **Terms and Conditions (User Agreement)**

After you have logged into the CHIPS database system a screenshot will popup that lists the CHIPS Terms and Conditions (User Agreement). The User Agreement outlines the do's and don'ts of using the CHIPS database system and the importance of maintaining confidentiality of the information that is entered into the system.

## **SPECIAL NOTICES**

### **Purpose**

In this area Special Notices will ONLY be placed in the event that the system is unavailable or when SSACI has special information that need to be communicated. The Special Notice window is located at: <http://www.in.gov/ssaci/2332.htm>. (See the screenshot below)



## DATA INPUT

To access the CHIPS Data Input system, go to <http://studentaiddev.ssaci.in.gov/Chips>. The first page you will see is the CHIPS Homepage. This page displays important information, the deadline date, and the link to CHIPS instructions, important information and the “Log On” button.

Clicking the “Log on” button will directed you to the Terms and Conditions (User Agreement) page.



## Terms and Conditions (User Agreement) Page

Please read the information carefully then check “I agree...” box to continue to the CHIPS LOG ON page. If the “I agree...” box is not checked, you will be unable to continue the log on process.

### SSACI CHIPS Application

[\[ Log On \]](#)[Home](#)[About](#)

#### Terms And Conditions for using this web site.

Please read the Terms and Conditions below and select the check box to go to the Log on page

##### STATE STUDENT ASSISTANCE COMMISSION OF INDIANA

##### Core 40 with Technical Honors and Core 40 with Academic Honors Internet Update System

##### (CHIPS)

##### User Agreement

The Core 40 and Honors Internet Update System (CHIPS) referred to in this agreement is the system used by the Commission and an eligible high school (Institution) to exchange information about high school students as part of their application for state financial aid. The use of CHIPS by Institution counselors is an essential part of delivering state financial aid to Indiana students and families. To use CHIPS, you agree to adhere to the provisions of this agreement, which are established to ensure security and inform you of the conditions of use. In lieu of a written and signed agreement certificate, it is understood that by logging into and entering or uploading a student record into CHIPS, the Institution and each individual who has access to the SSACI CHIPS agrees to the following:

#### 1. Appropriate Use.

- a. **Use for SSACI Business.** I understand that CHIPS is to be used to conduct the business of providing student exchange information about high school students including name, social security number, date of birth, and diploma type as part of their application for state financial aid. Each counselor has Internet access on a computer using either of the browsers Internet Explorer 6.0 or later with appropriate settings to access the Commission's secure Internet server via the URL [www.ahdc40.in.gov](http://www.ahdc40.in.gov).
- b. **Protecting from Misuse & Damage.** I shall use care in protecting against unauthorized access, misuse, theft, damage, or unauthorized modification of CHIPS. I shall not leave a workstation without first ensuring that it is properly secured from unauthorized access, nor shall I access CHIPS outside the Institution's site.
- c. **Public Disclosure & Monitoring.** I understand that any information created, accessed, or stored on CHIPS may be subject to public disclosure.

#### 2. Prohibited Activities.. I understand that activities prohibited by this agreement may not be permitted without prior written approval of the SSACI. Prohibited activities include:

- a. **Virus Protection.** I shall not disable virus protection for any reason and shall report malfunctioning virus protection software to the proper SSACI personnel.
- b. **Violation of Law.** shall not use CHIPS to violate any law, including copyright or other intellectual property law. I shall not copy, share, or distribute software of data without authorization. I shall not reveal confidential information which includes social security numbers.
- c. **Unauthorized Use.** I shall not permit unauthorized users to use CHIPS that the state has provided me. I shall report any unauthorized use to the principal or SSACI personnel.
- d. **Access.** I shall not share passwords or user identification numbers (IDs) used to access CHIPS

#### 3. Property of the State.

Any information provided by schools via the CHIPS application to SSACI will become part of the property of the state.

#### 4. Violations & Uncertainty.

I shall report violations of this agreement to my principle or SSACI personnel upon learning of such violations. If I am uncertain whether an activity is permissible, I will refrain from the activity and obtain authorization from my manager before proceeding.

#### 5. Disciplinary Action.

I am aware that my inappropriate use of CHIPS could result in disciplinary actions, up to and including criminal prosecution where the act constitutes a violation of law and will accept liability.

BY CHECKING THE TERMS AND CONDITIONS CHECK BOX BELOW I ACKNOWLEDGE THAT I HAVE READ THIS DOCUMENT, FULLY UNDERSTAND IT, AND AGREE TO ABIDE BY IT AS A CONDITION OF BEING GRANTED ACCESS TO THE SSACI CHIPS DATABASE.

☐ I agree to the terms and contitions above.

[Go to logon page.](#)



### Log In Page

You will be asked to supply your *User ID* and *Password*. The User ID is provided in an email that was sent to your high school's CHIPS contact person in January 2012.

- The User ID is **not** case sensitive.
- The Password **is** case sensitive!

You will need to create a password to log into Chips for the 2012-13 academic year or if you have forgotten your password.

SSACI CHIPS Application

[ Log On ]

Home About

SSACI CHIPS Log In

User ID:

Password (case sensitive):

Log In

Create Password

### Create Password Page

If you have forgotten or want to change your password or logging in for the first time this academic year (2012-13), you may create a new one by clicking the “Create Password” button.

1. Enter your User Id
2. Enter your email address (use the email address that you received from SSACI that contained your User Id)
3. Click the “Create” button

SSACI CHIPS Application

[ Log On ]

Home About

Create Password

User Id:

E-mail

Create



### Confirmation Page & Email

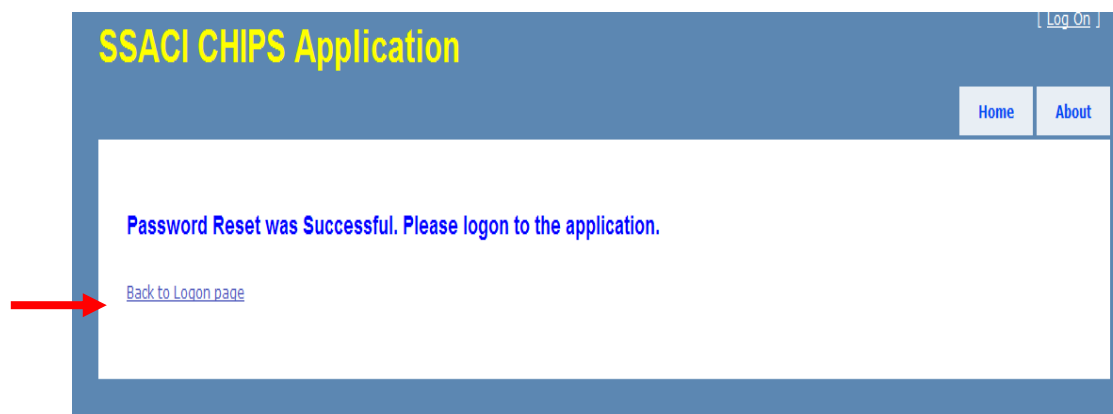
A confirmation page will display informing you that the instructions for creating a password has been sent to you email address.

The email will instruct you to click the link to reset (create) your password.

### Create/Reset Password

1. Enter in your User ID
2. Enter in a new password
3. Confirm the new password
4. Click the “Create” button

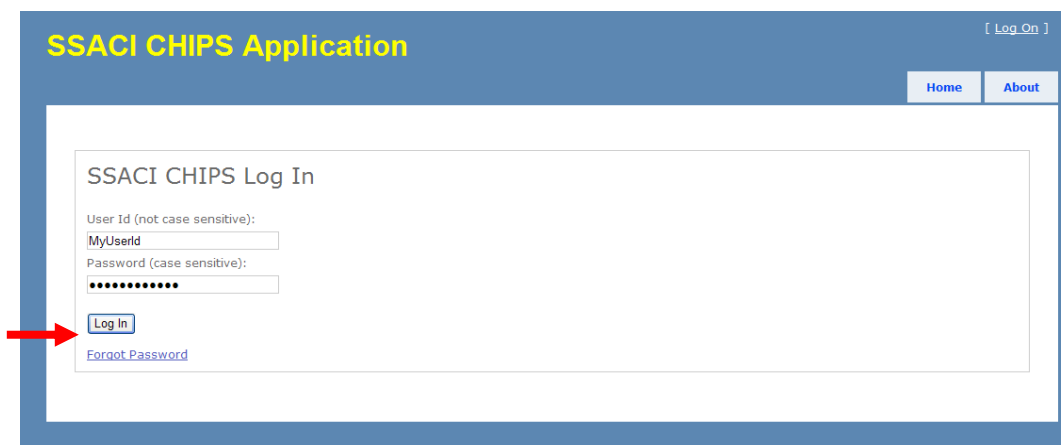
The system will display a confirmation page indicating that your password has been created. You are now ready to log on. Click the “**Back to Logon Page**” link.



### Logging Into to CHIPS

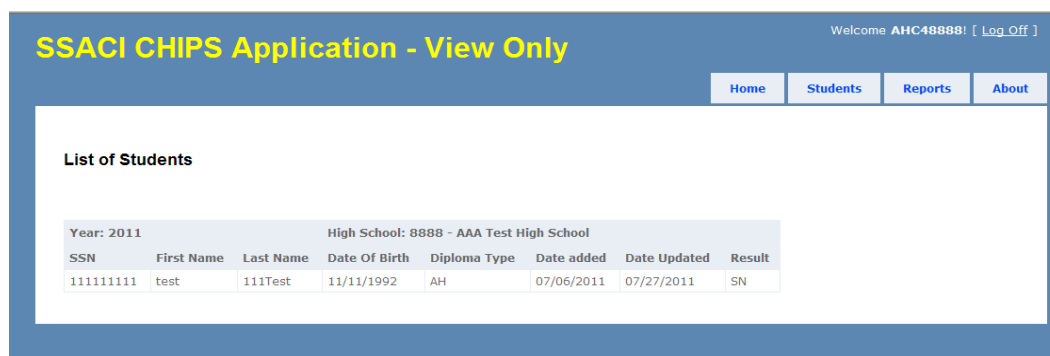
1. Enter your User Id -The User Id is not case sensitive
2. Enter your password -The password is case sensitive and must be enter in the same format as it was created.
3. Click the “Log In” button.

Note: If you have forgotten your password, you may create a new one by clicking the “Forgot Password” button and follow the instructions.



### Record Input

Once your User Name and Password have been entered, you will be in the data entry area of CHIPS. The screen example is reflected below:





The List of Students page is the most important area in CHIPS. Here you can do a host of activities:

- View the data you have entered into CHIPS
- Add new student records on-line into CHIPS
- Upload a file of new student records
- Change diploma type
- Update existing records on-line
- View the “Result Code” definitions

**NOTE:** When entering information on a student, data must be entered for all of the five fields. The CHIPS application will not save partial updates. SSACI cannot update its Grant Reporting And Delivery System (**GRADS** – where FAFSA data is stored) without valid data in all five fields. Without complete and accurate data in all five fields, a student might not receive the Academic Honors or Technical Honors with Core 40 enhancement to the Frank O’Bannon Grant.

The five fields are:

1. Social Security Number (SSN)
2. Last Name
3. First Name
4. Date of Birth (DOB)
5. Diploma Type

### **OVERVIEW OF DATA ENTRY FUNCTION**

**CHIPS** provides two options to enter student data: 1) manual entry of one student at a time or 2) uploading a previously prepared and appropriately formatted text file. It is important that each uploaded file contain only **new** students not already entered.

Uploading a text file of student information in the proper format can make reporting quick and easy. Users should consult with their school or corporation Information Technology (IT) staff if they are unsure of how to create and save files in the correct format. You will not be able to upload any changes or additions to the system after the initial upload. This means any changes or additions to the student’s record in the CHIPS data system must be made one by one.



## MANUAL STUDENT DATA ENTRY

### Adding A Student Record

To add data a student record, click “Enter New Student”

The screenshot shows the 'List of Students' page in the SSACI CHIPS Application. At the top, there is a navigation bar with links: Home, Students, School, Password, Reports, Upload, and About. Below this, there is a 'List of Students' section with a table. The table has columns: SSN, First Name, Last Name, Date of Birth, Diploma Type, Date added, Date Upd., Result, Edit, and Reset. Above the table, there are filters for 'Year: 2011' and 'High School:'. A red arrow points to the 'Enter New Student' link, which is located next to the 'Diploma Type & Result Codes' link.

### Creating a student record

1. Select the “Enter New Student” link.
2. Enter individual student data.
3. Click the drop-down menu under “Diploma Type” to select the student’s program, Academic Honors (AHD) or Technical Honors with Core 40 (TH)
4. Click the “Create” button to save the data. (see screen below)

NOTE: The “School Code” field and the “Year” field are automatically populated by the system.

The screenshot shows the 'Create Student' page in the SSACI CHIPS Application. It features a form with the following fields: School Code (2505), Year (2011), SSN (ex: 111223333), First Name, Last Name, Date of Births (ex: 05/17/1992), and Diploma Type (Academic Honors). A red arrow points to the 'Create' button at the bottom of the form. Below the form, there is a 'Back to List' link.

**Creating a student record will produce two outcomes:**

1. The data entered will be accepted; or
2. The data entered has errors and the data will not be accepted. An explanation of the errors will be displayed in “red letters” and you must correct them in order to save the student record.

The most common errors are not having 9 digits for the SSN or using an incorrect format for the DOB. Once the system accepts the data, the “List of Students” screen will reappear ready for a new record.

**Error Edit Record**

**SSACI CHIPS Application**

Home Students School Password Reports Uploads About

**Edit Student**

**Fields**

School Code:

Year:

SSN:  Invalid SSN. Please enter 9 digits. Only numbers are allowed.

First Name:

Last Name:  Last Name is required.

DOB:  Date of birth is not in valid format.

[Back to List](#)

The screenshot above is an example of a record that has an invalid social security number, a missing last name and an invalid date of birth format. To make correction follow the direction (in red) next to the field(s) that displays the errors. Once the corrections have been made, you may save the changes and return to the Student List page.

**Editing A Student Record**

If the data that has been entered has errors such as an incorrect social security number or date of birth or the student has a name change, you may make the changes by using the editing function located on the same row of the student record that you want to edit.

1. To edit a student’s record, click “Edit Info”. Selecting “Edit Info” allows you to change the following fields: SSN, Last Name, First Name, Date of Birth or Diploma Type.



SSACI CHIPS Application [ Log Off ]

Home Students School Password Reports Uploads About

**List of Students**

Year: 2010 High School Enter New Student Diploma Type Result Codes

SSN	First Name	Last Name	Date of Birth	Diploma Type	Date added	Date Upd.	Result	Edit	Reset
								<a href="#">Edit Info</a>	<a href="#">Reset Diploma Type</a>

2. Enter your changes, click the “Save” button and the screen will return you to the list of students. If the updated data contains errors, they will be in “red letters” and the data will not be saved. Fix the data before attempting another **Save**.

### Clean Edit Record

SSACI CHIPS Application [ Log Off ]

Home Students School Password Reports Uploads About

**Edit Student**

**Fields**

School Code:  
0100

Year:  
2010

SSN:

First Name:  
345Test

Last Name:  
345TestTT

DOB:  
11/11/1991

[Save](#)

[Back to List](#)

## UPLOADING YOUR PREPARED AND FORMATTED FILE

### Appropriately Formatting the File

The file must be in “tab separated” or “comma separated” format. The file can be prepared directly from your computer system, from an application such as an Excel spreadsheet — using the **Save As...** function — to create a tab or comma separated formatted file, or the file may be typed directly into a simple text editor such as Windows Notepad. A student record consists of five data fields: **SSN, Last Name, First Name, DOB, and Program** in that order. Each data field must conform to the rules for that data field (as described above for each field). The “Upload” option may only be used to add new records. If changes or corrections are needed for previously entered data, it must be done in the manner described on the previous page. **Do not use a header record when formatting a file.**



Each data field must be separated by a TAB (ASCII decimal value 009) or a comma (ASCII decimal value 044), and each record ended with a CR character ("carriage return", ASCII decimal value 013) and LF character ("line feed", ASCII decimal value 010) in that order. Computer applications that use a "print" statement to create text records will automatically put a <CR><LF> at the end of every record, as will the **Save As...** function of Excel or hitting the <Enter> key if records are typed into Windows Notepad. Either the TAB or comma separator must be consistently used throughout the data set. If correct, the uploaded data will be immediately available to you on-line; else you will get an error message in "red letters" for each incorrect record.

Examples of valid records are below:

123456789, Gauss, Carl, 01/01/1989, AH  
987654321, Berry, Holly, 11/05/1989, TH

or  
123456789<TAB> Gauss<TAB>Carl<TAB>01/01/1989<TAB>AH  
987654321<TAB> Berry<TAB>Holly<TAB>11/05/1989<TAB>TH  
where <TAB> is the TAB character inserted by your computer or CHIPS application.

### Uploading Data

1. Click the "Upload" tab at the top of the CHIPS application page. You can access the Upload from any page within the system. (See screenshot below)
2. Click the "Browse" button, your Internet Browser will open a window titled "Choose file" or a similar phrase. You might have to click on the "My Computer" icon in the window to find your C: drive (or the appropriate drive where the file resides on your system.)
3. Select the file to be uploaded. You can select the file by either double clicking on it or click once and then click on the "Open" button in the window. Either action will take you back to the "Upload" Web page in CHIPS. The file will be in the window next to the "Browse" button. Click on "Submit" to send the file.

Alternatively, just type the path and name of the file in the window and click "Upload". The name of the file does not matter but it is conventional to name a text file with the extension ".txt" (i.e. ahdc402009.txt would clearly identify the file).

4. To add records from a tab or comma delimited file, type in the path and file name or use the "Browse" button to find the file and click "Submit". It is in this area that you can upload text files to add new students to the data collection system.

### Upload Page

SSACI CHIPS Application

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Upload File

[Back to Student List](#)

Select file to be uploaded:



### Viewing the Data

To view the list of students' records, click the "Students" tab at the top of the screen.

The list displays each student's record. Each record contains the student's ssn, last and first name, date of birth, diploma type, date added (by the high school), dated updated (by the high school), result code, editing capability and resetting the diploma type capability.

Use the scroll bar on the right-hand side of the page, to navigate up and down the list of students.  
(See screenshot below)

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**List of Students**

Year: 2011 High School:  [Enter New Student](#) [Diploma Type & Result Codes](#)

SSN	First Name	Last Name	Date of Birth	Diploma Type	Date added	Date Upd.	Result	Edit	Reset	Delete
				AH	02/09/2011	02/22/2011	OK	<a href="#">Edit Info</a>	<a href="#">Reset Diploma Type</a>	<a href="#">Delete</a>
				AH	02/09/2011	03/11/2011	OK	<a href="#">Edit Info</a>	<a href="#">Reset Diploma Type</a>	<a href="#">Delete</a>
				AH	02/09/2011	02/09/2011	OK	<a href="#">Edit Info</a>	<a href="#">Reset Diploma Type</a>	<a href="#">Delete</a>
				AH	02/09/2011	03/07/2011	OK	<a href="#">Edit Info</a>	<a href="#">Reset Diploma Type</a>	<a href="#">Delete</a>
				AH	02/09/2011	02/14/2011	OK	<a href="#">Edit Info</a>	<a href="#">Reset Diploma Type</a>	<a href="#">Delete</a>
				AH	02/09/2011	02/15/2011	OK	<a href="#">Edit Info</a>	<a href="#">Reset Diploma Type</a>	<a href="#">Delete</a>
				AH	06/06/2011	10/14/2011	SN	<a href="#">Edit Info</a>	<a href="#">Reset Diploma Type</a>	<a href="#">Delete</a>
				AH	02/09/2011	02/28/2011	OK	<a href="#">Edit Info</a>	<a href="#">Reset Diploma Type</a>	<a href="#">Delete</a>

### Printing

To print the list of students for your records go to the menu bar at the top of the page.

1. Select "File" on the menu bar.
2. Select "Print" from the drop down menu.

**File** Edit View Favorites Tools Help

- New Tab Ctrl+T
- New Window Ctrl+N
- Open... Ctrl+O
- Edit with Microsoft Office Word
- Save Ctrl+S
- Save As...
- Close Tab Ctrl+W
- Page Setup...
- Print... Ctrl+P**
- Print Preview...
- Send
- Import and Export...
- Properties
- Work Offline
- Exit

**Application**

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[Enter New Student](#) [Diploma Type & Result Codes](#)

SSN	First Name	Last Name	Date of Birth	Diploma Type	Date added	Date Upd.	Result	Edit	Reset
				AH	12/07/2010	12/09/2010	SN	<a href="#">Edit Info</a>	<a href="#">Reset Diploma Type</a>
				TH	11/09/2010	12/07/2010	OK	<a href="#">Edit Info</a>	<a href="#">Reset Diploma Type</a>
				AH	11/04/2010	12/08/2010	SN	<a href="#">Edit Info</a>	<a href="#">Reset Diploma Type</a>
				AH	10/28/2010	12/08/2010	SN	<a href="#">Edit Info</a>	<a href="#">Reset Diploma Type</a>
				AH	11/19/2010	12/08/2010	SN	<a href="#">Edit Info</a>	<a href="#">Reset Diploma Type</a>



## UNUSUAL SITUATIONS/ACTION REQUIRED BY HIGH SCHOOLS

### Duplicate Social Security Numbers

CHIPS will **NOT** let you enter a social security number that already exists in the system. If you enter a duplicate SSN, you will see the following screen:

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**Create Student**

**Fields**

School Code: 0100

SSN (ex: 111223333): 345112345 **SSN already exists in the database.**

First Name:

Last Name: Test

Date of Births (ex: 05/17/1992): 04/20/1993

Diploma Type: Academic Honors

Create

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This error could occur when doing either a database upload, or entering individual student data. If you get this error:

1) Check to make sure a typographical error has not been made in either the database created for upload or in the social security number you manually entered.

If the SSN appears to be correct according to your records:

2) Check the student's social security card to make sure the correct number was provided to the school in the first place. If not, correct the record and try the data entry again.

If the SSN on file is confirmed with the student's social security card, then contact the SSACI CHIPS Coordinator at 317-232-2355 or [ahdc40@ssaci.in.gov](mailto:ahdc40@ssaci.in.gov) for further instructions.

### Result Code Column

The Result column is an indicator of two possibilities: 1) An "OK" will appear in the column if the data entered that is entered into CHIPS matches the FAFSA data that SSACI has on file, or 2) All other codes will appear in the column if the data that is entered into CHIPS does not match the FAFSA data that SSACI has on file.

It is **CRITICAL** that you check to make sure the Result column has a Result Code of "OK" for each student. The "OK" Result Code signifies that the student's information entered into CHIPS matches what FAFSA information SSACI has on file. If the Result column does not read "OK",



you should check back and review the “Result” column before June 15, and take the necessary action. See Result code descriptions on page 20.

**SSACI CHIPS Application** [Log Off]

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**List of Students**

Year: 2010 High School [ ] [Enter New Student](#) [Diploma Type & Result Codes](#)

SSN	First Name	Last Name	Date of Birth	Diploma Type	Date added	Date Upd.	Result	Edit	Reset
			11/11/1991	NT	12/07/2010	12/08/2010	SN	<a href="#">Edit Info</a>	<a href="#">Reset Diploma Type</a>

The next section (on the following page) provides a list of codes and their meaning. You may need to take action in order to enable a “match” between the student you entered in CHIPS and the FAFSA for determining if the student is eligible for an increase in state grant funding. If the Result code does not show an “OK”, then you need to follow up with the student to try a resolve the issue that is indicated by the code.

To access the list of result codes click “Diploma Type & Result Codes”.

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**List of Students**

Year: 2010 High School [ ] [Enter New Student](#) [Diploma Type & Result Codes](#)

SSN	First Name	Last Name	Date of Birth	Diploma Type	Date added	Date Upd.	Result	Edit	Reset
			1	NT	12/07/2010	12/08/2010	SN	<a href="#">Edit Info</a>	<a href="#">Reset Diploma Type</a>



## Diploma Type and Result Codes page

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[About](#)

**Diploma Type and Result Codes**

**Diploma Type Codes:**

AH - Academic Honors.  
TH - Core 40 with Technical Honors.  
NT - Nothing.

**Result Codes:**

SN - The information in CHIPS has been entered incorrectly or the student has not filed a FAFSA.  
NF - No FAFSA exists for the current year. Therefore no marriage of information will occur with what was reported in CHIPS to a current year FAFSA so that eligibility for an increased state grant award cannot be determined.  
NM - Last name does not match GRADS.  
DN - Neither date of birth nor last name matches, possibly SSN is incorrect. Information reported in CHIPS does not match information in state grant file.  
DB - Date of birth does not match GRADS.  
DE - Deactivated program (AH or TH) for student.  
OK - Program data in CHIPS and FAFSA data are cohesive.

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### Result Codes

- SN - The information in CHIPS has been entered incorrectly or the student has not filed a FAFSA.
- NF - No FAFSA exists for the current year. There is no marriage of information from a current year FAFSA with what was reported in CHIPS. Therefore the eligibility for an increased state grant award cannot be determined.
- NM - Last name does not match GRADS.
- DN - Neither date of birth nor last name matches, possibly SSN is incorrect. Information reported in CHIPS does not match information in state grant file.
- DB - Date of birth does not match GRADS.
- DE - Deactivated program (AH or TH) for student.
- OK - Program data in CHIPS and FAFSA data are cohesive.

### Unusual Situations

Please contact the SSACI CHIPS Coordinator at 317-232-2355 if you have students in any of the following situations:

- A Mid-term Graduate
- A student who must complete course work during summer school to reach the AHD or TH status
- Transfer or Drop-Out

If you encounter problems with this application or deadlines, please contact the SSACI CHIPS Coordinator at 317-232-2355 or [ahdc40@ssaci.in.gov](mailto:ahdc40@ssaci.in.gov) for assistance.

**SSACI FILING DEADLINES**

2012-13 Application Year	Purpose	FAFSA Filing & Correction Receipt <u>Deadline</u>
FAFSA for the 2012-13 academic year	State aid	RECEIVED by the federal processor after January 1, 2012 but on or before March 10, 2012. FAFSA (not CHIPS) Edit Corrections must be received by the federal processor on or before June 15, 2012.
FAFSA for the 2012-13 academic year	Federal aid	June 30, 2013.

**Edit School Information**

Use the “Edit School Information” page only if your school’s CHIPS contact information changes (names, email addresses, telephone numbers).

Select the “School” tab at the top of the page to edit your high school contact information.

1. Click the “School” tab;
2. Click “Edit Info”;
3. Update your information;
4. Then click the “Save” button.

After you have saved the changes, the system will return you to the student list.

To change the high school code or high school name, you must submit a request to [adh40@ssaci.in.gov](mailto:adh40@ssaci.in.gov).



## SSACI CHIPS Application

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### Edit School Information

#### School Information

School Code

School Name

Chips Admin Contact

Chips Admin Email

ahdc40@ssaci.in.gov

Director Contact

Director Email

Chips Phone

Save

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